

WMS – Inclusion Criteria Cross-agency Work Group Charter

Purpose

The workgroup will develop statewide criteria for agencies to use as they apply the definition of manager as stated in RCW 41.06.022 and 41.06.500. Recommendations may also be made to change or update the definitions of manager. Goal is to improve accountability, transparency and consistency of application of WMS as a classification system.

Membership

Executive Sponsor: Sandi Stewart, Department of Personnel

Team Lead: Katherine Deuel, Dept. of Health

Team Membership: Pat Curry, DNR; Tina VanderWal, DOP – Small agency assistance; Cindy Felder, WSHFC; Kristin Collins, OSPI; Wendy Long, DSHS; Laura Drybread, Military Dept.; Laurie Milligan, DEL; Lorna Ovena, DOC; Peggy Zimmerman, ESD; Sandi LaPalm, LNI; and Gloria Papiez, DFI

Focus

- Define or give examples clarifying terms used in the definition of Manager (WAC 357-58-035); such as “agency subdivision”, “statewide policy or program”, “local branch office”, “functionally above”;
- Develop criteria for work that is shared under both general service and management service classification systems; such as policy, rule making, human resources, budget, and other professional skill sets;
- Communicate the criteria used to determine inclusion so that it can be easily understood by management, staff and the public (improve transparency);
- Clarify and simplify language in the criteria and develop or improve any guidance to provide working examples of how to apply inclusion criteria (improve transparency and consistency)
- Identify tools/resources that may be needed for use in the inclusion process,
- Track and recommend updates or changes to the definitions; and
- Identify if existing tools/resources need updates to align with new language (coordinate with the cross-agency team working on administrative process). Criteria and any associated guidance will be comprehensive, flexible and easily applied to any agency situation or need (improve consistency).

Participant Role(s)

- Personally attend and actively engage at meetings
- Draft and stakeholder guidance
- Chair, with workgroup membership assistance, will present guidance to HR Advisory Group, HR Managers Group and Deputies Management Group for feedback and subsequent consideration as the materials are refined

- Be point of contact to share information with agencies not present in workgroup to ensure perspectives and concerns are shared in the development phases
- Request subject matter expertise as appropriate.

Schedule

Begin with a meeting every other week and then update the meeting schedule as assignments and timelines are identified.